

# Quotation Request //

## US Government Printing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:347-280**

### Quotations are Due By:

(Eastern Time)10:00 AM on 10/31/2008

Submit Fax Quotes to:00000000

**Contractors must provide mandatory taxpayer information before GPO makes payment.**

**Please see special notice on <http://contractorconnect.gpo.gov/>.**

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**TITLE:** Entrance Counseling Guide for Direct Loan Borrowers

**QUANTITY:** 300062 pamphlets, one corrected digital deliverable, 2 corrected PDF files and 1 JPEG file of cover 1 plus 50 QARCs

**TRIM SIZE:** 5-1/2 x 8-1/2"

**PAGES:** 20 plus covers

### **SCHEDULE:**

Furnished Material will be available for pickup by 10/31/2008

Deliver complete (to arrive at destination) by 11/27/2008

F.O.B. destination

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### **DESCRIPTION:**

Cover 1 prints 4-color process type/line matter, illustration and department seal with some reversing out to appear white; Cover 2 prints type/line matter in PMS 159 (orange) and black; Cover 4 prints PMS 634 (blue) and black with Cover 3 blank and bleeds. After printing, coat covers 1 & 4 with a flood aqueous liquid coating.

Text prints type/line matter and illustrations in PMS 159 (orange) and black. All pages bleed head and outside. Perforate folio 17/18 (slit or slot without ink) vertically along the entire 8-1/2" dimension at 1/4" from bind.

After binding affix a clear wafer seal, centered on the 8-1/2" dimension on side opposite the bond.

**MATERIAL FURNISHED:** One CD-Rom generated on a Macintosh system CS3. Files are furnished in Native Format with all fonts included on the disk. One color laser and one color separation composites and one sample from a previous printing to be used as a construction, layout and general guide.

Prior to image processing, the contractor is responsible for checking files contained on the furnished media to ensure that such features such as bleeds, register marks and correct file output selection have been provided for so as to correctly generate output for publishing. The contractor must supply necessary trapping. The contractor must generate output on a high resolution image processor.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

**DIGITAL DELIVERABLES:** Upon completion, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was

originally furnished. The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat, Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Text: JCP Code\* A80, White, Opacified Offset Book, Basis Size 25 X 38" Basis Weight 60lbs

Covers: JCP Code\* L12, White, No. 2 Coated Cover, Gloss-Finish, Basis Size 20 X 26" Basis Weight 80lbs

**COLOR OF INK:**

Covers: 4-color process to match OK'd proofs, PMS 159 (orange) & 634 (blue)

Text: PMS 159 (orange) & Black

**PRINT PAGE:** Head to Head

**MARGINS:** Follow Copy Sample.

Bleeds.

**PROOFS:**

Two sets of Digital color content proofs. At contractor's option, a film-based composite blueline may be submitted provided direct to plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

-PLUS-

Two sets of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Send proofs together with the furnished media (copy/electronic files) to the U.S. Government Printing Office. Contractor must fill in the furnished preaddressed label (GPO Form 892) and use on all proof packages.

Proofs will be withheld not more than 3 workdays from receipt in GPO until they are made available for pickup by the contractor.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**PRESS SHEET INSPECTION:** Call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m.,

prevailing eastern time, with 3 workdays notice.

Press sheets will be inspected at the contractor's plant for quality conformance. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain one color bar for each color placed parallel to the proofer's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, 75%; dot gain scale (GATF, BRUNNER, or GRETAG); and gray balance patches for process color, repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin lumination.

NOTE: Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**BINDING:**

Saddle stitch in 2 places on 8.5 inch side.

Trim 3 sides.

Paper Covers: Wrap around. Trim flush, Stitched on, Grain must run parallel to spine.

**PACKING:**

Pallets are to be 40 x 48" with a four way entry. Pallets must be band with plastic strapping, no metal bands or shrink wrap. **\*\*NO GAYLORD CONTAINERS\*\***

Pack 100 per shipping container.

**DISTRIBUTION:**

Deliver 300,000 copies to: ED Pubs, Attn: Receiving Department (301) 519-5230, 8242 Sandy Court, Jessup, MD 20794. Request 24 hour notice of incoming shipments, deliver between 8:00 a.m. - 4:00 p.m., Monday thru Friday with point of contact Carol Mahon.

Deliver 1 copy to: ERIC Project, c/o CSC, 655 15th St., NW, Suite 500, Attn: Paula Bruce (202) 741-4298, Washington, DC 20005.

Deliver the following copies to the Department of Education, 400 Maryland Ave., SW, Washington, DC 20202, to be distributed as listed below: **\*\*\*INSIDE DELIVERY REQUIRED\*\*\***

5 copies to: John Woods, Room 5C108 LBJ, (202) 401-3606.

2 copies to: Government Documents Librarian, Room BE-101, LBJ, (202) 205-5019.

2 copies to: Marilyn Joyner, Room 5C118, LBJ, (202) 401-1669.

NOTE: For FEDEX, UPS, AirBorne Express or truck deliveries, please use this address for the following: US Department of Education, 830 First St., NE, Union Center Plaza, Washington, DC 20002.

6 copies to: Pat Treichel, Room 31G4 Union Center Plaza, (202) 377-3223.

2 copies to: Jennifer Douglas, Room 32E4 Union Center Plaza, (202) 377-3201.

2 copies to: Joe Aiello, Room 114H4 Union Center Plaza, (202) 377-4002.

25 copies to: Lisa Rhodes, Room 34G1 Union Center Plaza, (202) 377-3412.

Ship furnished material, 1 corrected digital deliverable, 2 corrected PDF files and 1 JPEG file of cover 1 to: John Woods, Room 5C108 FB 6, (202) 401-3606.

Deliver 15 copies, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Deliver 2 copies marked "Depository Copies, Item 0455-B-02" to the U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D.C. 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:  
Inspection Levels (from ANSI/ASQC Z1.4):  
(a) Non-destructive Tests -- General Inspection Level 1.  
(b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	Specified Standard
P-7. Type Quality and Uniformity	OK Press Sheets
P-9. Solid and Screen Tint Color Match	OK Press Sheets
P-10. Process Color Match	OK Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Furnished electronic media
- P-9. Pantone Matching System
- P-10. OK proofs

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.